



St. Labre Indian School - Ashland, MT 59003 - (406) 784-4500
 Pretty Eagle St. Charles

JOB DESCRIPTION

Job Title: Child Care Aide - Part Time
Department: Youth & Family Services
Reports To: Childcare Supervisor
FLSA: Non-Exempt
Salary Grade: 1B (\$8.75-\$12.10) 12:30 - 5:30 pm daily , 12 month position
Approval: 8/30/2010
Status: Part-Time
Location: St. Labre Ashland, MT
Closing Date: 9/17/2010

SUMMARY

Instructs children in activities designed to promote social, physical and intellectual growth needed for primary school in preschool and child care center. Provides high quality compassionate care and supervision of children enrolled in the center by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential Duties And Responsibilities include the following. Other duties may be assigned. *Indicates the non-essential duties and responsibilities. Nothing in this job description restricts St. Labre's right to assign or reassign duties and responsibilities to this job at any time.

1. Organizes and plans activities to include reading, art, painting, drawing and similar activities.
2. Plays, talks, and listens to the children.
3. Helps children with daily activities such as removing outer garments, lacing shoes, etc Teaches children songs, games, handwork and similar learning activities.
4. Maintains a clean and sanitized center by cleaning and sanitizing toys, play equipment and bedding daily and/or weekly.
5. Cleans play and activity areas when finished.
6. Helps and teaches children routines with eating, sleeping, and toilet training.
7. Maintains discipline.
8. Helps children develop habits of caring, responsibility, and respect for other children, people animals, objects, and the earth.
9. Assists in preparing food for the children and serves meals and refreshments to children.
10. Completes and maintains required paperwork to include incident, accident, and medication reports as needed.
11. Communicates daily with parents about their child's day and progress.
12. Must attend and complete 8 hours state required training annually.

SUPERVISOR RESPONSIBILITIES

This job has no supervisory responsibilities at time of hiring.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

Child Care Aide I: High school diploma or general education degree, GED; and one to three years related child care experience, preferred.
 Child Care Aide II: High School diploma or general education degree, GED; and one to three years related child care experience, plus Child Development Associate, CDA, which requires 60 hours of approved training as determined by the Montana Department of Public Health & Human Services and the National Credentialing Program.

KNOWLEDGE SKILLS AND ABILITIES

Excellent oral and written communication skills.
 Strong interpersonal skills with the ability to establish and maintain effective working relationships with staff, parents, staff of other programs and organizations and the general public.
 Ability to maintain materials of highly confidential nature.
 Ability to work independently and still maintain high quality.
 Have a strong understanding and love for children.
 Respects the teachings of the gospel of Jesus Christ in private, personal, and public life.
 Commitment to the mission of the Roman Catholic Church in Native American education.
 Sensitivity to, and appreciation of Native American people and their cultures.
 Ability to serve as an appropriate role model for students.

CERTIFICATES, LICENSES, REGISTRATIONS

Required by the Department of Public Health and Human Services: 1. Valid Montana Drivers License 2. Current CPR Certification 3. Current First Aid Certification 4. Current TB (Tuberculosis) Test within the last year 5. Must obtain 8 hours of approved training annually 6. Background Checks * Criminal Background Check * Child Protective Services Check * Division of Motor Vehicle * Out of State Check (if lived in another state within past 5 years) 7. Current Immunizations: *MMR (Measles, Mumps, Rubella) or Rubella Titer *Td (Tetanus Diphtheria) within 10 years

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk and sit. The employee is occasionally required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and /or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include distance vision, color vision, and depth perception.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The noise level in the work environment is usually moderate.

